

GODDARD SPACE FLIGHT CENTER

Award Nomination

Name or Group Title		Social Security Number - -		Grade/Step	Org Code	Funding Org./ Agency
Job Title <input type="checkbox"/> SES/ST/SL/NEX Position		Requested Award Date		From	To	
TYPE AND AMOUNT OF AWARD						
Award Amount \$ _____						
<input type="checkbox"/> Job Performance - "Meets Expectations"		<input type="checkbox"/> Special Act (Individual)		<input type="checkbox"/> Special Act (Group Achievement) (Group # _____)		
<input type="checkbox"/> Quality Step Increase – Provide justification demonstrating sustained high performance				<input type="checkbox"/> Time-Off _____ Number of Hours		
JUSTIFICATION						
Give evidence of how performance meets criteria of the award (not required for Job Performance) and indicate the GSFC value(s) represented (<i>continue on second page if necessary; refer to reverse side or to GPD 3451.1 for additional guidance</i>) <input type="checkbox"/> Agility <input type="checkbox"/> Balance <input type="checkbox"/> Creativity <input type="checkbox"/> Dedication <input type="checkbox"/> Integrity <input type="checkbox"/> Respect <input type="checkbox"/> Teamwork <input type="checkbox"/> Safety <input type="checkbox"/> Quality						
SUBMITTED BY						
Typed Name and Title		Code	Signature		Date	
Funding Org. Admin. Officer						
Initial	Typed Name, Signature, Date	Code	Typed Name, Signature, Date		Code	
FINAL APPROVAL						
Typed Name and Title		Code	Signature		Date	

PRIVACY ACT STATEMENT

5 U.S.C. Chapter 45, the Internal Revenue Code [26 U.S.C. 6011(b) and 6109], and Executive Order 9397 authorize collection of this information. The information on this form is used in the administration of the Awards Program. It is used to document the nomination of awardees and serves as the repository of personal, fiscal, and administrative information about recipients. The form becomes part of the permanent employment record of recipients and is included in the Government's Central Personnel Data File (CPDF). Personal information provided on this form is given on a voluntary basis. Failure to provide this information may result in processing delays. SSN's are mandatory for awards that are, or may be, considered taxable income. SSN's are needed to keep records accurate because other people may have the same name and birth date. SSN's will be used by employees with a need for using the information in the performance of their official duties.

Instructions: This form is to be used for Job Performance, Special Act, Quality Step Increases (QSI), and Time-Off Awards. Additional justification is not needed for Performance awards. For Special Act and Time Off awards, describe in concise language what the employee did to deserve the award, citing specific examples to support the nomination and addressing the specific award criteria. For QSI's, provide justification demonstrating sustained high performance. After obtaining organization's concurrence and approval (see below for delegations of authority), send to the Awards Office (Code 114) for coordination and processing. For group awards, attach a listing of group members showing name, organization code, social security number, and award amount or number of hours for each employee as well as a listing containing the employee name and organization code only. Please refer to GPD 3451.1, NPG 3100.1, NPG 3319.1, and/or NPG 3451.1, for additional information.

Routing, Review, Processing and Approval Authorities					
Monetary Awards				Time-Off Awards*	
	VERIFY FUNDING AVAILABILITY Funding Code Administrative Officer (AO)	<u>CONCURRENCE</u>	<u>FINAL APPROVAL</u>	<u>HOURS</u>	<u>APPROVAL</u>
\$4,000 or less		??Others determined by Directorate ??Director of for SES/ST/SL/NEX employees	??Director of or Staff Office Head** ??Center Director for SES/ST/SL/NEX employees*** (non- delegable)	8	Immediate Supervisor-of-Record (home organization for matrixed employees)
\$4,001 - \$10,000		?Director of or Staff Office Head ?Awards Office ?Director of Human Resources	?Center Director for GS/GM employees ?Center Director for SES/ST/SL/NEX employees*** (non-delegable)	8-16	Branch Head or Equivalent (if second level of management, i.e., not the initiator)
Over \$10,000		?Awards Office ?Director of Human Resources ?Center Director	??NASA Headquarters	8-40	Division Chief or Equivalent and above (if second level of management, i.e. not the initiator)

* Other than awards initiated by the Center Director, any Time-Off Award above 8 hours requires one level higher of review and concurrence

** May be delegated to any subordinate level or authorized peer review committee; contact AO for current delegations

*** Fifteen (15) day advance coordination to HQ, Code Y required.

Criteria for Recommended Award	
Name of Award	Criteria/Eligibility
Job Performance	Performance Awards are lump sum cash awards based on a high level of performance of specific duties identified in an employee's performance plan and reflected in the most recent performance rating. If the last rating of record is "Meets Expectations," additional justification is not required. All GSFC employees, with the exception of Senior Executive Service (SES), are eligible for this award. The "Period of Time Covered" should reflect the performance plan year on which the award is based. Award amounts may not exceed 10 percent of basic pay unless the NASA Administrator approves a higher amount for unusually outstanding performance. Job performance awards are to be submitted only by the supervisor-of-record or higher in the employee's home organization.
Special Act (Individual)	Special Act Awards are lump sum cash awards based on employee actions, which have exceeded job requirements on a one-time occurrence. All GSFC employees are eligible.
Special Act (Group Achievement)	Group Achievement Awards are Special Act or Time-Off Awards granted to any group or team of individuals who, through technical and managerial competence, personal dedication, and joint cooperation, have made an outstanding contribution to the Center's mission. All GSFC employees are eligible. Describe the nature of the contribution (what was done, how performance or expectations were exceeded--quality, timeliness, customer service, productivity, innovation, cost savings, overcoming adverse obstacles, etc.) and the results or outcomes produced.
Quality Step Increase	Quality Step Increase (QSI) awards are a step increase in addition to, and apart from, the regular within-grade increases. QSI awards are given for sustained high-quality performance significantly above that expected at the fully successful level in the employee's position. Only GS/GM employees with a current performance rating of "Meets Expectations," below Step 10 of his/her grade level, and who have not received a QSI within the past 52 consecutive calendar weeks are eligible. Provide justification demonstrating sustained high performance. Subject to approval of Director of or Staff Office Head.
Time-Off	Time-Off Awards are awards of time off without charge to leave or loss of pay primarily intended to recognize employee(s) contributions of a one-time non-recurring nature. Time-Off Awards can be used alone or in conjunction with monetary awards (Job Performance or Special Act). Time-Off may be granted in amounts of up to 40 hours for a single contribution not to exceed 80 hours during a leave year. All GSFC employees are eligible. Refer to GPD 3451.1 to determine the number of hours appropriate for the contribution.